

**Section Code: 81-2(a)**

**Section Title: EMPLOYEE LEAVE ADMINISTRATION**

**Subject: Sick Leave Donation**

It is the policy of the City of Helena to allow the donation of sick leave hours for specific cases. Donated sick leave may be requested for emergency and/or unplanned events.

1. Eligible Employees:
  - a. Regular Full-Time
  - b. Regular Part-Time

2. City of Helena Sick Leave Donation Policy:

Employees requesting donated sick leave must submit a written request to his/her supervisor for approval. The request must include the reason for the request. All requests shall be submitted by the supervisor, with his/her recommendation, to the department head for review and recommendation before being submitted to the Human Resources Director for final review and submission to the City Manager for final approval or denial. The sick leave donation fund is set up at the request of the City Manager. Donations of sick leave are solicited from all City employees on a strictly volunteer basis. The resulting leave balance is available to the individual for payroll purposes for the specific event in which the donation was requested. Donated sick leave is tracked separately, not added to the employees normal sick leave balance for other use. The department employing the employee shall pay all costs of the use of donated sick leave.

Increases to the bank will only be made on March 31<sup>st</sup> of each year if employees with excess vacation wish to donate the excess to the bank. All donations given by employees, other than excess vacation donations, will be for the specific person making the request. Donations are not deducted from the employee making the donation until the time is needed. Donations are tracked and hours used are split by those on the donation list and will be matched (up to the maximum in the policy) by the sick leave bank until the bank hours are depleted.

**DONATIONS FOR EMPLOYEE, SPOUSE OR CHILD:**

1. Donations are voluntary and must be submitted in writing using a standard form from the Human Resources Office. The form will indicate the donating employee's name, department and the number of hours being donated up to a maximum of sixteen (16) hours.
2. The individual for whom the fund is created must be unable to work (unless for spouse or child), have lost no less than eighty (80) consecutive working hours, or otherwise demonstrate a serious illness or injury, and be ineligible for retirement through a medical disability or for workers compensation because of a job-related illness or injury. The individual must have exhausted all personally accrued sick leave, vacation leave, banked holiday leave, and compensatory time before being eligible for donated time. Employee is not required to use banked holiday hours for holidays that have not occurred. The individual must also be eligible for sick leave according to the Personnel Policy Section 81-2-3.

**Section Code: 81-2(a) (cont.)**

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3. The amount of sick leave donated to an individual cannot exceed 240 hours in a twelve month period for a full time employee. The maximum amount will be prorated for part-time employees based on the number of hours a person is regularly scheduled to work in a pay period. (E.g.: Employee works 20 hours a week, will be eligible for 120 hours of donated time)
4. Donations will be taken only once for each case in a twelve (12) month period beginning with the utilization of the first day of donated sick leave.
5. Employees donating sick leave must have met the 90-day qualifying period and retain a minimum balance of 80 hours of sick leave after the donation.